



## DISTRICT OF COLUMBIA RETIREMENT BOARD Position Vacancy Announcement

ANNOUNCEMENT NO: <b>20120418</b>	POSITION: <b>Technical Writer/Analyst</b>
OPENING DATE: April 18, 2012	CLOSING DATE: <b>April 25, 2012 first screening</b>
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	<b>STARTING RANGE: - \$84,150 - \$93,500 DOQ</b> (Grade 9) (Career Service) Entire Range: \$74,800 - \$112,200
LOCATION: 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** in a collective bargaining unit.

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

### POSITION SUMMARY

The Technical Writer/Analyst coordinates, develops and disseminates written material for the Agency's computing systems using proven documentation standards, procedures and controls. The primary responsibility is to manage, develop and maintain the a wider range of documents as well as provide support in developing solution, requirements and plans for improving DCRB computing environment.

### PRIMARY RESPONSIBILITIES

- Meet with various personnel in the Agency to identify business needs.
- Interact with Agency systems and personnel to research, analyze and document existing and recommend solutions.
- Develop project requirements based on defined business needs.
- Liaison with both technical and non-technical staff to collect and interoperate information both sets of subject matter experts into a complete coherent narrative.
- Research, evaluate, and recommend new documentation tools and methods in support of documentation improvement efforts.
- Plan, design, research, write, and edit a range of documents, including user guides and manuals, technical specifications, system and user documentation, training materials, user policies, and proposals, for both print and online media.
- Edit written documentation of development and other IT staff to create unified and consistent support documents.
- Establish, communicate, and maintain documentation standards, and provide training where required.
- Contribute to continuous improvement of doc standards, tools, and processes.

### KNOWLEDGE, SKILLS AND ABILITIES

- At least 10 years of experience developing documentation and analyzing business needs.
- Expertise in information gathering, planning, and organizing methods and principles.
- Expertise in writing user documentation for applications based on FileNet and Kofax imaging applications.
- Expertise in developing structured process documentation (possibly including process flow charts) for heretofore undocumented processes.
- Ability to query developers and analysts to develop sufficient understanding of user applications to enable subsequent development of "how-to" documentation.
- Ability to create and modify screen prints and illustrations as integrated components of documentation.
- Strong knowledge of best practice standards for user documentation.
- Experience in standardizing formats, and creating Microsoft Word Templates.
- Experience working with SharePoint managing documentation for projects.

- Development of Training Documents and possible delivery to client.
- Knowledge of Information Technology Infrastructure Library (ITIL), Software Development Life Cycle (SDLC), and 508 Compliance.
- Experience creating, uploading and maintaining material using SharePoint a plus.

#### QUALIFICATIONS

- Bachelor's degree in English, Communications, or Journalism or equivalent technical training.
- 4-6 years of related experience working with technical groups.

#### WORKING CONDITIONS

- Normal office environment

#### HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

#### WHERE TO APPLY: Submit application materials to:

**HR Director  
DC Retirement Board  
900 7<sup>th</sup> Street NW, 2<sup>nd</sup> floor  
Washington, DC 20001**

#### Or fax materials to:

**(202) 566-5000  
Attention: HR Director**

#### Or e-mail materials to:

[dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.**

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of a educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

